



Department of Defense **DIRECTIVE**

November 25, 1996
NUMBER 1400.25

ASD(FMP)

SUBJECT: DoD Civilian **Personnel** Management System

References: (a) DoD Directive 1400.25, "Department of Defense Civilian Personnel Manual System," January 24, 1978 (hereby canceled)
(b) Title 5, United States Code, "Government Organization and Employees"
(c) Title 10, United States Code, "Armed Forces"
(d) Title 32, United States Code, "National Guard"
(e) through (q), see enclosure 1

A. REISSUANCE AND PURPOSE

This Directive:

1. Reissues reference (a) to update policy and assign responsibilities for civilian personnel management of the DoD civilian workforce under references (b) through (o).
2. Continues to authorize the publication of DoD 1400.25-M (reference (p)) and other related DoD Publications, consistent with DoD 5025. 1-M (reference (q)).

B. APPLICABILITY

This Directive applies to the Office of the Secretary of Defense, the Military Departments, the Chairman of the Joint Chiefs of Staff, the Combatant Commands, the Inspector General of the Department of Defense, the Defense Agencies, and the DoD Field Activities (hereafter referred to collectively as "the DoD Components").

C. POLICY

It is DoD policy to:

1. **Identify**, jointly develop, and issue uniform civilian personnel policies, procedures, and guidance for DoD-wide application that **reflect**, to the maximum extent practicable, a total force perspective. Such policies shall be developed in conjunction with the Civilian Personnel Policy Council. The Council is chaired by the Deputy Assistant Secretary of Defense (Civilian Personnel Policy) and is comprised of representatives from the Military Departments, the Defense Logistics Agency (**DLA**), and Washington Headquarters Services (**WHS**). WHS represents the Defense Agencies, other than DLA, and the DoD Field Activities.

2. Issue DoD-wide, Military Department, and other DoD Component civilian personnel policies and procedures only when **necessary** to supplement a statute or federal rule or to meet Defense or DoD Component-unique needs.

3. Eliminate redundant and unnecessary regulations.

4. Assign civilian **personnel** to all positions that do not require military incumbents due to reasons of law, training, security, discipline, **rotation**, or combat readiness.

5. Develop and maintain standard civilian personnel data.

6. Develop, deploy, and maintain a single Defense Civilian Personnel Data System.

7. Provide direction and oversight for regionalization of DoD civilian personnel offices.

8. Delegate civilian personnel management authorities to the lowest practical level.

9. Provide DoD-wide internal and external placement systems to assist displaced DoD employees.

10. Provide civilian personnel policies and procedures that are consistent with and support merit system principles, equal compensation and employment opportunities, and workforce diversity goals and objectives, and that permit flexible work **arrangements** that allow employees to better balance their work and other (e.g., family) responsibilities.

D. RESPONSIBILITIES

1. The Assistant **Secretary** of Defense for Force **Management Policy**, within the office of the Under Secretary of Defense for Personnel and Readiness, shall:

a. Promulgate DoD Publications to implement DoD policy and civilian personnel management procedures required and authorized by references (b) through (o).

b. Develop necessary legislation, regulations, or authorities to encourage and support flexibility in civilian personnel management and administration.

2. The Heads of the DoD Components

a. Shall implement the DoD civilian personnel policies, procedures, programs and requirements.

b. Shall comply with the philosophy and policy of the Secretary of Defense to keep policies and supplementation of DoD-wide policies to a minimum and eliminate regulations that are redundant or unnecessary.

c. May supplement the policies, procedures, requirements, and guidance as authorized in Chapter 100 of **DoD** 1400.25-M (reference (p)), and other related DoD issuances.

d. Shall delegate civilian personnel management authorities to the lowest practical level.

E. EFFECTIVE DATE

This Directive is effective immediately.

A handwritten signature in black ink, appearing to read 'John P. White', is written over a rectangular stamp that has been partially obscured by the signature.

John P. White
Deputy **Secretary** of Defense

Enclosure
References

REFERENCES, continued

- (e) Title 33, United States Code, "Navigation and Navigable Waters"
- (f) Title 38, United States Code, "Veterans' Benefits"
- (g) Section 2000e of title 42, United States Code, "Equal Employment Opportunities"
- (h) Title 5, Code of Federal Regulations, "Administrative Personnel"
- (i) Title 20, Code of Federal Regulations, "Employees' Benefits"
- (j) Title 32, Code of Federal Regulations, "National Defense"
- (k) Title 33, Code of Federal Regulations, "Navigation and Navigable Waters"
- (l) Title 35, Code of Federal Regulations, "Panama Canal"
- (m) Title 38, Code of Federal Regulations, "Pensions, Bonuses, and Veterans Relief"
- (n) Title 29, Code of Federal Regulations, Part 1614, "Equal Employment Opportunity in the Federal Government"
- (o) Title 22, United States Code, "Foreign Relations and Intercourse"
- (p) DoD 1400.25-M, "DoD Civilian Personnel Manual," **D e c e m b e r** 1996
as authorized by this Directive
- (q) DoD 5025. 1-M, "DoD Directives System Procedures," August 1994, authorized by
DoD Directive 5025.1, June 24, 1994